



CANNON BUILDING
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STATE OF DELAWARE
The Manufactured Home Installation Board

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, August 26, 2013 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon Building
MINUTES FOR APPROVAL:	November 18, 2013

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
Leslie Persans, Secretary – entered 9:12 a.m.
Kevin Reinike, Professional Member
Dean Pierson, Professional Member – entered 9:12 a.m.
John Starke, Professional Member
Valerie Lacey, Public Member
Margaret Harper, Public Member
Barbara Williams, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Sandra Wagner, Administrative Specialist III
Kevin Maloney, Deputy Attorney General

MEMBER ABSENT

ALSO PRESENT

Jennifer Allen, FSMHA

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the June 3, 2013 meeting. Mr. Reinike made a motion, seconded by Mr. Snyder to approve the minutes. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

There was no unfinished business in August.

NEW BUSINESS

Welcome New Board Members

Mr. Rudy welcomed the new Board members to the DE Manufactured Homes Installation Board. The members of the Board introduced themselves to the new members.

Appoint Board Member to Review Applications

The appointment of a Board member to review applications will fall under the election of officers.

Review Application for Inspector

The Board reviewed and discussed the application for inspector for Mr. Michael Savage. Mr. Snyder made a motion, seconded by Mr. Reinike, to approve the inspector application for Mr. Savage. By unanimous vote, the motion carried.

Review Applications for Installers by Reciprocity

The Board reviewed and discussed the application for installer for Mr. Chris Hines. Ms. Persans made a motion, seconded by Mr. Reinike, to approve Mr. Hines's application by reciprocity contingent on receiving a certified copy of his birth certificate, a passport or a state issued identification card or license to show proof of being 18 years old. By unanimous vote, the motion carried.

The Board reviewed and discussed the application for installer for Mr. Justin Sensenig. Ms. Lacey made a motion, seconded by Ms. Persans, to approve Mr. Sensenig's application as an installer by reciprocity. By unanimous vote, the motion carried.

Board of Elections

Ms. Persans made a motion, seconded by Mr. Reinike to nominate Mr. Rudy as President. By unanimous vote, the motion carried.

Ms. Persans made a motion, seconded by Mr. Reinike to nominate Mr. Snyder as Vice President. By unanimous vote, the motion carried.

Mr. Reinike made a motion, seconded by Mr. Starke to nominate Ms. Persans as Secretary. By unanimous vote, the motion carried.

Ms. Persans made a motion, seconded by Mr. Snyder to nominate Mr. Pierson as Complaint Officer. By unanimous vote, the motion carried. Mr. Rudy spoke about what the title Complaint Officers means and what is required to hold this office.

Mr. Reinike made a motion, seconded by Ms. Persans to nominate Ms. Lacey as the Education Officer. By unanimous vote, the motion carried. Ms. Wagner explained how the review of applications works and what to expect when an application is received. Mr. Rudy explained how the Education Officer works with Ms. Jenn Allen from First State Manufacture's Home Association on the CE course requirements for the upcoming renewal.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Mr. Rudy asked Ms. Wagner to follow up with the Hearing Officer Unit on the Rule to Show Cause hearings to be scheduled for the deficient licensees from this renewal period. Mr. Rudy feels that this process needs to move a little faster as there are potentially licensees with active licenses that don't meet the requirements to hold a license at this time.

Ms. Wagner will follow up with the Hearing Officer Unit to see when the hearing might be scheduled.

Mr. Rudy discussed with the Board about the next meeting date. Mr. Rudy stated that since they just met at the end of August, having a meeting in September would be too soon. Mr. Rudy said that the Board can tentatively put on the schedule the date of October 14, 2013 at 9:00 a.m. or unless something comes up to warrant a meeting sooner.

PUBLIC COMMENT

Ms. Allen reported that she will be getting ready for next years CE education for the 2014 renewal period. Ms. Allen asked the Board if they had anyone in mind for delivery of the education or if Mr. Porter's education course, as in years pass was sufficient. Ms. Allen asked if there were any ideas for the future continuing education subjects or presenters to please send them to her so she can start working on making all the arrangements. Mr. Rudy asked if the CE could include of the 5 to 10 topic's one on failed installations or inspections. Ms. Persans asked for one of the topics to be going over the new law that just went into place this legislative session about unlicensed practices. The Board thought that was a very good idea as a future subject for the required CE.

NEXT SCHEDULED MEETING

The next meeting was scheduled for Monday, October 14, 2013, at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Snyder made a motion, seconded by Mr. Reinike, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 10:20 a.m.

Respectfully submitted,



Sandra Wagner
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.